

# **FORT BEND COUNTY TAX ASSESSOR**

## **CARMEN P. TURNER TAX ASSESSOR-COLLECTOR**

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To: Judge KP George  
Commissioner Vincent Morales  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner Ken DeMerchant

From: Carmen P. Turner  
Fort Bend County Tax Assessor-Clerk

Re: County Tax Assessor agenda item to reclassify two positions fund by County Tax Assessor Salaries

Date: January 8, 2021

There has been a lot of growth in Fort Bend County and the Tax Office over the past nineteen years without much adjustment to administration staff and the organization chart. This past week I have visited with the heads of each department and their subordinates to take an assessment of job duties. The majority of the management staff have been with the Tax Office for many years and have witness the growth, increased workload and expansion of customers. The rate of expansion has grown at an increase rate without any additional management staff to efficiently control personnel and daily work duties. As a result of the progression in residential and commercial taxing properties in our county, it is essential to reopen the Missouri City office for the dealerships. It has been determined that due to the level of expansion in the county and personnel I am requesting positions for a Staff director and Program Manager. I would like to reclassify two vacant Clerk III positions and I will fund the additional pay and benefits for these positions out of the Tax Assessors salaries.

The Staff Director most important responsibilities are to provide executive support to the Tax Director and assist with management of the administrative staff in addition to other duties outlined in the JEQ.

The Project Manager most important responsibilities are to represent the Tax Assessor-Collector and act as a liaison with other state and local elected officials, professional associations, civic associations and community service groups as well as the public. After my assesement of the Chief of Tax duites I have determined that the workload is over extended for it's grade. Moving forward the Project Manager will establish and maintain contact for 14 dealers and 27 sub-contractors in Fort Bend County and track all bonds for dealers and sub-contractors in the dealer program, with the Chief of Tax assisting as needed. Also, being an advocate for the taxpayer and working with local, state and industry groups to support legislation affecting Tax Office matters. This is in addition to other duties outlined in the JEQ.

We have received approval from Human Resources for the addition of the two positions. The Auditor has confirmed the use of the County Tax Assessor Salary funds for this purpose. The Tax Assessor Salaries fund has a sufficient balance to cover this addition. The Tax Assessor Salaries fund has been calculated at a conservative rate to cover the salary through the coming years.

If you have any questions, please contact me at [Carmen.Turner@fortbendcountytexas.gov](mailto:Carmen.Turner@fortbendcountytexas.gov) or 832-471-1750.